

**LOCAL INMATE
DATA SYSTEM
(LIDS)**

Newsletter

MAY

2003

**Compensation Board's
Phone Number:**



(804) 786-0786

**Compensation
Board's
Fax number:**



(804) 371-0235

**Compensation
Board's
Website address:**



<http://www.scb.state.va.us/>

**Compensation
Board's Mailing
address:**



**P. O. Box 710
Richmond, VA 23218-0710**

****DATES TO REMEMBER****

6/9/03 - LIDS SUBMISSION DUE



ATTENTION!

Effective July 1, 2003
NEW LIDS ENHANCEMENTS

Staff Contacts:

User Issues

- **Alice Coe**, Customer Service, Mgr
acoe@scb.state.va.us ext. 207
- **Sue Kelly-Graham**, LIDS Technician
skelly-graham@scb.state.va.us ext. 220

Program Issues

- **Anne Wilmoth**, Information Tech. Mgr
awilmoth@scb.state.va.us ext. 222
- **Craig Giegerich**, Systems Engineer
cgiegerich@scb.state.va.us ext. 216
- **Melanie Morrison**, Systems Engineer
mmorrison@scb.state.va.us ext. 204

Policy/Audit Issues

- **Richard Lampman**, Policy/Planning, Mgr
rlampman@scb.state.va.us ext. 215
- **Oliver Bradshaw**, Audit Supervisor
obradshaw@scb.state.va.us ext. 203
- **Mark Wood**, External Auditor
mwood@scb.state.va.us ext. 228

Security/Key Fob Issues

- **Anne Wilmoth** ext. 222
- **Melanie Morrison** ext. 204
- **Sue Kelly-Graham** ext. 220



Special Sentence Length Code

0500

Description

Indeterminate - Adult Offender

NEW

Nonviolent DCJS Alternative To Incarceration Program

Questions concerning the following pilot Nonviolent DCJS Alternative Program that is being developed by DCJS, contact Mr. Dan Catley, Department of Criminal Justice Services at (804) 786-8477

The Department of Criminal Justice Services (DCJS) is in the process of developing a new pilot program for alternative sentencing for nonviolent misdemeanants and local responsible felons who are serving a six month or less sentence in jail

The Local Inmate Data System (LIDS) will be updated, effective July 1, 2003, to accept inmate data when the inmate is released from LIDS to the new Nonviolent DCJS Alternative to Incarceration Program

Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly, Department of Criminal Justice Services (DCJS) (140), Item # 432

The Secretary of Public Safety, with the assistance of the Department of Criminal Justice Services and the Compensation Board, shall develop a pilot program for alternative sentencing of nonviolent misdemeanants and local-responsible felons pursuant to §53.1-131 and §9.1-173, et. seq., Code of Virginia, for offenders who are serving six months or less in jail. The program shall be piloted in localities only upon approval by the local Community Criminal Justice Board established pursuant to §9.1-178, Code of Virginia. The fiscal agent for participating local community corrections programs shall be

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NEW
Nonviolent DCJS Alternative To Incarceration Program (continued)

reimbursed at a rate of \$4 per inmate day for each inmate participating in the alternative sentencing program, pursuant to Item 67 L of this act. The Secretary of Public Safety shall provide a report to the Chairmen of the House Appropriations and Senate Finance Committees by December 1, 2003, as to the progress of implementation of the pilot program.

Language that governs the new pilot program for alternative sentencing, that will be reported in LIDS, can be located in the 2003 Acts of Assembly, Compensation Board (CB) (157), Item # 67

L. The Compensation Board is authorized to transfer to the Department of Criminal Justice Services an amount not to exceed \$1,500,000 from this Item for reimbursement to localities for inmates who participate in the Community Corrections pilot program established pursuant to Item 432 C 4 of this act. Localities shall be reimbursed at a rate of \$4 per inmate day. Information concerning all inmates participating in this program shall be maintained in the Local Inmate Data System for the duration of their participation in the program.

LIDS Reporting Procedures:

NEW Reason Release Code effective July 1, 2003:

- ✓ Prisoner's confinement record in LIDS should be updated when they are released to an approved Nonviolent DCJS Alternative Program by:
 - Releasing the prisoner on LIDS by utilizing Release Code:
❖ '46' Diverted to Nonviolent DCJS Alternative Program

ATTENTION!

BUDGET UPDATES

Salary Increase – Officer and Staff Salaries

- ✓ 2.25% salary increase effective December 1, 2003

FY 04 Base Budget Reductions

- | | |
|--|---------------------|
| ✓ FY04 Per Diem Base Budget Reduction | \$13,320,293 ** |
| ✓ FY04 Office Expense Base Elimination | \$ 3,462,878 |
| ✓ FY04 Annual Leave Payoff Elimination | <u>\$ 1,400,000</u> |
| ✓ FY04 Total Base Budget Reduction | \$18,183,171* |

- * Sheriffs and Regional Jails budget reductions were approved by the General Assembly and Governor, and will include elimination of base office expense funds and a reduction to 4th quarter per diem funding
- ** In order to comply with the FY04 Per Diem Base Budget Reduction, the Compensation Board estimates that the 4th quarter per diem reimbursement (December, January, February paid in April, 2004) to localities for holding prisoner confined in jail will be reduced by 75%

ATTENTION!

FOR YOUR INFORMATION ONLY

MODEL MISDEMEANOR GOOD TIME POLICY

The Virginia State Crime Commission requested that the Compensation Board publish the Model Misdemeanor Good Time Policy. The Good Time Policy/Procedures are located on the Compensation Board website: www.scb.state.va.us, then click on the LIDS button.

If you have questions concerning this policy,
please contact Mr. Stewart Petoe, Senior Staff Attorney, Division of Legislative Services
VA State Crime Commission (804) 225-4534 or spetoe@leg.state.va.us

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REMINDER

FY04 BATCH FILE LAYOUT UPDATES
Effective July 1, 2003

The July 1, 2003 **LIDS Batch Layout** is available on the Compensation Board's website: www.scb.state.va.us. Select **LIDS Information**, then select **FY04 Batch File Layout**. There are **NO** new updates.

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REMINDER

LIDS RECONCILIATION TOOLS

- Recommend that procedures be developed for both Headcount and Financial reconciliation
- Recommend that reconciliations be documented and maintained until audited by Compensation Board
- Recommend that a Headcount reconciliation be completed at least twice a month
- Could help prevent possible Audit finding
- When the Jail headcount is different from LIDS, we recommend the following Procedures/Tools be used to reconcile:
 - ✓ Compare Jail Management Reports and/or Manual Headcount Report for the inmate activity time period being reconciled to LIDS
 - ✓ Verify starting Inmate Headcount activity against LIDS for the inmate activity time period being reconciled to LIDS
 - ✓ Compare utilizing the LIDS, Forms Maintenance Option 'A', Current Jail Roster File Report or Option 'H', Historic Jail Roster
- Determine the total number of New Commitments and Releases since the last time the headcount inmate activity was reconciled
 - ✓ Compare utilizing the LIDS New Commitment File Reports within Forms Maintenance, Option #4
 - Viewable Report = Option 'G', Committed during Period File
 - Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File

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LIDS Reconciliation Tools (Continued)

- Determine the total number of New Releases since the last time the headcount inmate activity was reconciled
 - ✓ Compare utilizing the LIDS New Release File Reports within Forms Maintenance, Option #4
 - Viewable Report = Option 'I', Released During Period File
 - Option 'B' Offline Reports, Queries and Files = Option 'B', Confinements for Period File
 - ✓ Other LIDS Forms Management Tools that can be used to balance your Headcount activity:
 - Viewable Reports:
 - ❖ 'D' Out-of-State Contract Prisoners
 - ❖ 'J' Held by Agreement
 - ❖ 'O' Jail Contract Bed List
 - ❖ 'Q' Monthly Billing Report – Fed Only
 - Offline Reports, Queries and Files
 - ❖ 'H' Historic Jail Roster
 - ❖ 'S' DOC Inmate Pre-Release Program
- After related inmate activity has been adjusted in either the Jail Management System (JMS) or LIDS, the adjusted totals should be used to determine if the calculated head counts match
- When the Headcount is balanced, move on to reconciling the Financial picture for the same time period by selecting Option #2 - "Financial Count by Payment Category."
- Before viewing inmate data in LIDS for a specific time period, the 'Create' your monthly file *must* be done under the Reimbursement Maintenance option, select Option #1 - Create Monthly File
 - ✓ If you view and try to reconcile *during the month*, the financial reconciliation tool is a *projected picture*
- Balancing the headcount does not mean that the financial records in LIDS are correct:

Example: Offender's prisoner information was reported in LIDS from 7/1/2002 to when they were released on 3/15/2003 as '50' Sentenced with pending charges when if they had performed the Financial Audit the facility would have found that they were sentenced on the last pending charge on 8/3/2002. Since they did not detect the error, the facility lost \$906 dollars.

Received \$8 per day because of Pending Charges

July 2002	\$ 240
August 2002	\$ 248
September 2002	\$ 240
October 2002	\$ 248
November 2002	\$ 240
December 2002	\$ 248
January 2003	\$ 248
February 2003	\$ 224
March 2003	\$ 120 (Through 3/15)
TOTAL	\$ 2,056

\$6 Revenue Shortfall – Did not update Sentencing information in LIDS

July 2002	\$ 240	
August 2002	\$ 248 (Sentenced 8/3/2002)	
September 2002	\$ 240	
October 2002	\$ 248	
November 2002	\$ 240 (11/1/2002 = 91 st day)	\$180
December 2002	\$ 248	\$186
January 2003	\$ 248	\$186
February 2003	\$ 224	\$168
March 2003	\$ 120	\$186
Total Paid	\$2,056	Total Shortfall \$906

- **Needed Actions:**
 - ✓ Post adjustment utilizing Option #6, Reimbursement Maintenance – Option #4, Adjust Monthly Prisoner Status
 - ✓ Setup Procedures that staff must follow when Reconciling monthly financial records

REMINDER
2003 LIDS ENHANCEMENT TRAINING
CANCELED

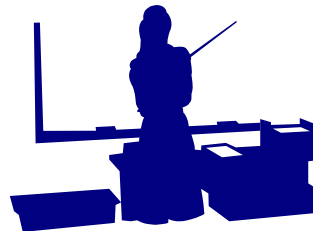
Since there have been no major changes to LIDS this year, LIDS Enhancement training which is usually held annually in June has been **CANCELED**. However, the Compensation Board will continue offering monthly Basic LIDS training.

REMINDER
2003 BASIC LIDS TRAINING

The Compensation Board offers Basic LIDS training from 8:30 a.m. - 5:00 p.m. To register for LIDS training, please contact Sue Kelly-Graham: skelly-graham@scb.state.va.us or (804) 786-0786 Ext. 220 or Alice Coe: acoe@scb.state.va.us or (804) 786-0786 Ext. 207. Monthly registration deadline is 5 working days prior to training date.

Training Dates

- **June 19**
- **July 17**
- **August 21**
- **September 18**
- **October 16**
- **November 20**
- **December 18**



LOCATION:

Department of General Services - 805 E. Broad Street, Richmond, VA

The computer lab is in the basement of the 8th Street office building.

NEW BUILDING ACCESS PROCEDURE: **Enter the Ninth Street Office Building, 202 N. 9th Street, located at the corner of 9th & Grace Streets. Enter the building on the 9th street side. You will be asked to provide a picture ID and sign in as a visitor. Take the elevators to the 2nd floor. Turn left off of the elevator and follow the passageway to the 8th Street Office Building. At the end of the passageway, turn right and take the elevator to the basement.** To your right will be glass doors. Go through the glass door that says Department of General Services.

In order to access LIDS, please bring your LIDS User-ID and password to training. If you need a LIDS User-ID, please contact Anne Wilmoth, IT Manager, (804) 786-0786 Ext. 222 or awilmoth@scb.state.va.us

For further information about monthly Basic LIDS training, please access our website: www.scb.state.va.us.
Click on LIDS button, then click on LIDS Monthly Training Information.